

ADMINISTRATIVE - INTERNAL USE ONLYApproved For Release 2005/11/21 : CIA-RDP78-00487A000100160021-3
UNITED STATES GOVERNMENT*Memorandum*

AT TO : DDS Administrative Officer, DATE: **2 MAY 1966**
7D-18, Headquarters

FROM : Chief, Records Administration Staff, DDS

SUBJECT: Office of Record

1. Any organizational element that creates, receives and maintains records in the process of carrying out its assigned functions and responsibilities normally becomes the office of record for documenting such activities. It is an office that maintains official records for a specified mission. Within our Agency, offices of record range from the immediate Office of the Director and his Deputies down through those of heads of offices and, in some cases, Chiefs of Divisions, Staffs and even Branches.

2. The functions and responsibilities of organizational elements are defined in broad terms by Agency regulations and more specifically in internal issuances. Records Control Schedules prepared for these organizational elements should describe certain files that document the substantive functions assigned by these issuances.

3. In order to identify and formally designate offices of record within our Agency, I need the information called for in the attachment. Your cooperation will be appreciated in this effort to improve our record keeping practices. Please call on me for any assistance in this matter.

Attachment



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To : Chief, Records Administration Staff, DDS
702 Magazine

SUBJECT: Designation of Office of Record

1. The _____*_____ is the Office of
Record for information contained in files described by the following
items in our Records Control Schedule: (List item numbers only).

- * Office of the Deputy Director for Support - Item 1a.
- Administrative Career Service Board (S) - Item 10a.
- Regulations Control Staff, DD/S - Item 15 & 17.
- Special Support Assistant, DD/S - Item 1a, 2b, 2c, 4.

Signature

Title

Records Officer, O-DD/S

Date

5 May 1966

STA